

Surplus Property and Storage Operations

DESCRIPTION OF MAJOR SERVICES

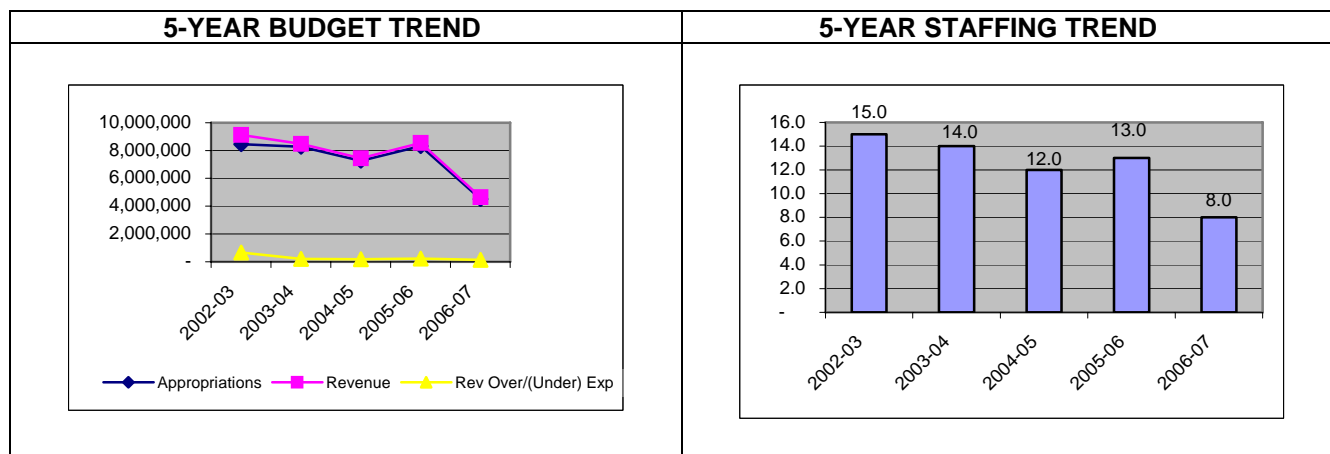
Surplus Property and Storage Operations (formerly known as Central Stores) maintains the surplus property pool, serves as a storage facility for county departments, administers the Office Depot Next Day Desktop Delivery Program, and orders, stocks, and delivers all medical forms to Arrowhead Regional Medical Center (ARMC). The division strives to accurately inventory and fairly distribute surplus property to interested county departments, community-based organizations, and the general public.

During 2006-07, Central Stores will be phased out and the county will move to a "Just In Time" procurement system.

The ARMC Forms Program started in 2004. The program consists of printing, stocking, and delivering medical forms to ARMC. ARMC saves approximately \$30,000 a month by having this function done by Surplus Property and Storage Operations. The Office Depot Next Day Desktop Delivery Program enables departments to order all their office supplies on-line through Office Depot's website, and receive delivery of their order within 24 hours (within the greater San Bernardino area). The top 300 office products used by the county departments receive special "net" pricing, which can be up to 57% off the catalog price.

The Purchasing – Surplus Property and Storage Operations budget unit is an Internal Service Fund (ISF), and as such, all operational costs are distributed to user departments through user rates. As an ISF, unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

BUDGET HISTORY



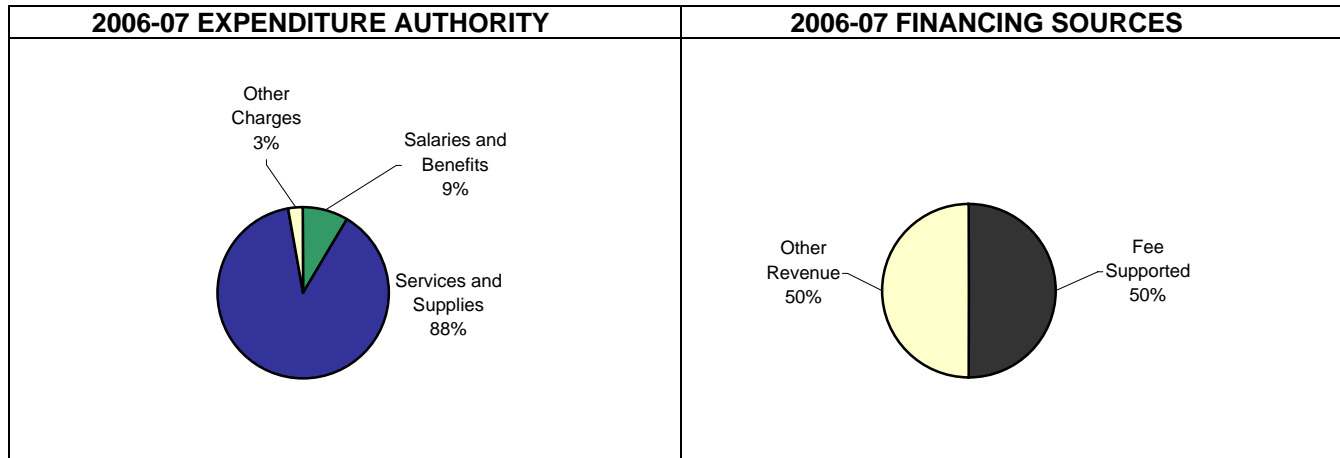
PERFORMANCE HISTORY

	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Modified Budget	2005-06 Actual
Appropriation	8,605,651	8,013,104	8,636,892	8,315,426	8,776,583
Departmental Revenue	8,549,982	7,703,050	8,929,050	8,559,198	8,884,935
Revenue Over/(Under) Exp	(55,669)	(310,054)	292,158	243,772	108,352
Budgeted Staffing				13.0	
Fixed Assets	23,174	-	-	10,000	4,412
Unrestricted Net Assets Available at Year End	200,663	107,208	224,000	-	220,820

Revenue and expense in 2005-06 are greater than budgeted due to an increase in the purchase of supplies countywide.



ANALYSIS OF FINAL BUDGET



GROUP: Administrative/Executive
DEPARTMENT: Purchasing
FUND: Surplus Property and Storage Operations

BUDGET UNIT: IAV PUR
FUNCTION: General
ACTIVITY: Other General

	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Actual	2005-06 Final Budget	2006-07 Final Budget	Change From 2005-06 Final Budget
Appropriation							
Salaries and Benefits	536,255	509,318	521,745	417,411	633,728	385,981	(247,747)
Services and Supplies	7,971,398	7,369,451	7,991,863	8,199,765	7,543,369	3,971,919	(3,571,450)
Central Computer	11,009	9,358	14,124	14,354	15,788	14,494	(1,294)
Transfers	86,989	124,977	109,160	145,053	121,714	123,600	1,886
Total Appropriation	8,605,651	8,013,104	8,636,892	8,776,583	8,314,599	4,495,994	(3,818,605)
Depreciation	-	-	-	-	4,635	4,094	(541)
Total Requirements	8,605,651	8,013,104	8,636,892	8,776,583	8,319,234	4,500,088	(3,819,146)
Departmental Revenue							
Current Services	8,538,695	7,703,050	8,925,285	8,884,935	8,558,371	4,637,023	(3,921,348)
Other Revenue	11,287	-	3,765	-	-	-	-
Total Revenue	8,549,982	7,703,050	8,929,050	8,884,935	8,558,371	4,637,023	(3,921,348)
Rev Over/(Under) Exp	(55,669)	(310,054)	292,158	108,352	239,137	136,935	(102,202)
Budgeted Staffing					13.0	8.0	(5.0)
Fixed Assets							
Equipment	23,174	-	-	4,412	10,000	-	(10,000)
Total Fixed Assets	23,174	-	-	4,412	10,000	-	(10,000)

In 2006-07, the department will incur increased costs in the MOU, retirement, and inflationary services; and will incur decreased costs in worker's compensation, risk management liabilities, services and supplies, and central computer. These costs are reflected in the Change From 2005-06 Final Budget column, along with changes related to department recommendations.

As part of the county's effort to consolidate services, reduce costs, and move to a "Just In Time" procurement system, Surplus Property and Storage Operations staffing will be reduced by 5.0 positions in 2006-07, both services and supplies and revenue will decrease significantly to reflect the staffing and program changes.

FINAL BUDGET CHANGES

There are no final budget changes associated with this budget unit.

